

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 410.50.05	Page 1 of 3
	Original Effective Date: 05/17/21	New Effective Date: 05/17/21
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Sarah Cooper, Administrator	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 410 Prison Rape Elimination Act		
Subject: Staffing Plan		

POLICY

The Division of Adult Institutions shall ensure each facility develops, documents, and makes its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing and, where applicable, video monitoring, to protect inmates from sexual abuse.

REFERENCES

42 U.S.C.A. §15601. Prison Rape Elimination Act of 2003.

28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape

Executive Directive 72 – Sexual Abuse and Sexual Harassment in Confinement (PREA)

DEFINITIONS, ACRONYMS AND FORMS

DOC – Department of Corrections

PCM – PREA Compliance Manager

PREA - Prison Rape Elimination Act

PREA Director - A designated upper-level, department-wide employee who has the authority to develop, implement, and oversee DOC efforts to comply with PREA standards in all of its facilities. PREA Director is synonymous with the title “PREA Coordinator” as referenced in *National Standards to Prevent, Detect, and Respond to Prison Rape*.

Sexual Abuse - Reference Executive Directive 72 for complete definition.

PROCEDURE

I. General Guidelines

- A. Each facility shall document a staffing plan, which demonstrates the facility's strategic use of staffing patterns and video monitoring technology to prevent sexual abuse.
- B. A staffing plan guide may be obtained from the PREA Office.
- C. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration, at minimum:
 1. Generally accepted correctional practices;
 2. Any judicial, federal investigative and internal/external oversight agency findings of inadequacy;

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3. The facility's physical plant including blind-spots or areas where employees or inmates may be isolated;
 4. The composition of the inmate population;
 5. The number and placement of security staff;
 6. Institution programs occurring on a particular shift;
 7. The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
 8. Applicable State or local laws, regulations, standards and other relevant factors.
- D. In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan, (i.e. shift report, IR)
- E. The staffing plan and documented deviations shall be maintained by the facility's PCM for PREA auditing purposes.

II. Staffing Plan Review

- A. Whenever necessary, but not less than once per year each facility shall assess, determine and document whether adjustments are needed to:
1. The facility's staffing plan;
 2. The facility's deployment of video monitoring systems and other monitoring technologies; and
 3. The resources the facility has available to ensure adherence to the staffing plan.
- B. Staffing plan shall be reviewed by PREA Director.

Administrator's Approval: _____ **Date Signed:** _____
 Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other